

**RECRUITMENT AND EXAMINATION ANNOUNCEMENT (OPEN)**

**State Highway Administration  
Office of Materials and Technology (Lutherville)  
Administrator VII (0939)**

**RECRUITMENT:** This is a **Career Service** opportunity open to anyone who meets the minimum and **selective qualifications** listed below\*. This is a **position specific** recruitment. The resulting list of eligibles will be used to fill this function ONLY. **Bilingual applicants are encouraged to apply.**

**SALARY:** Grade 22 (\$56,811 – \$88,174)

**CLOSING DATE:** **January 06, 2006**  
**(postmarks NOT accepted)**

**NATURE OF WORK:** This position will report directly to the Director of the Office of Materials and Technology (OMT) and will be responsible for management of the Asphalt Technology division. This is an operation management position and technical lead position for an experienced engineer in the field of asphalt materials engineering. The Division Chief will be expected to conduct work independently with little to no guidance or direction and will be responsible for the performance of the division as a whole and will represent the division for SHA. The Division Chief will review work and manage division operations by applying management techniques, engineering theories, principles, policies and standards to a variety of efforts related to asphalt material and pavement design, laboratory testing, field inspections and operations improvement. The main focus of the division chief is to ensure that the division is operating effectively and in high quality manner. As a technical leader, the Division Chief will be expected to review all work conducted in the division and has the ability to recognize errors or concerns. As a supervisor, the Division Chief will be directly responsible for the development of the Section Chiefs, team leaders, staff engineers and an administrative assistant and indirectly involved with the development of all division staff. The Division Chief must provide technical direction and leadership to both the field inspection and laboratory testing sections and will represent SHA to speak on asphalt material related.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** A bachelor's degree in civil engineering from an accredited college or university.\*

**EXPERIENCE:** Eight years of experience in administrative or professional engineering work; five (5) years of experience must have been in asphalt technology and two (2) years must have been in a supervisory capacity.\*

\*A selective qualification recruitment is conducted for positions when there is a specific or additional bona fide occupational qualification (i.e., knowledge, skill or ability).

**NOTES:**

1. Additional experience in professional engineering or in technical engineering at the journey level or above, may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.

**LICENSES, REGISTRATIONS AND CERTIFICATES:** Candidates appointed to positions in this classification may be assigned duties, which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. On your application, please clearly indicate the position for which you are applying or attach a copy of the bulletin to your application. Recruitment and Examination Division does not recommend candidates submit their applications through inter-office mail. If you choose to submit your DTS-1 in this manner, please contact our office prior to the closing date to confirm that it has been received. Qualified applicants may be subject to background and reference checks. If you have any questions, please contact R&E. Interested individuals should send a completed TSHRS application (DTS-1) by the closing date (postmarks NOT accepted) to:

**RECRUITMENT & EXAMINATION DIVISION**

**STATE HIGHWAY ADMINISTRATION**

**707 N. CALVERT ST., RM. 602**

**BALTIMORE, MD 21202**

**410-545-5554 or 1-877-544-5467**

**[www.marylandroads.com](http://www.marylandroads.com)**

**Apply online: [www.marylandtransportation.com](http://www.marylandtransportation.com)**

SHA is an Equal Opportunity Employer and is committed to complying with the letter and spirit of the Americans with Disabilities Act. Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. If you need TTY, please call 410-545-5552 or contact Maryland Relay Service at 1-800-735-2258

**Issue Date: 12-19-05**